Virginia Wireless E-911 Services Board
Project Management Monthly Activity Report

Vendor:	MAST International
Region/Locality:	New River Valley
Period:	September, 2003

Task	Locality	% Complete	Total Hours	Hours this period	Comments
Activity Report					
Active Tasks					
(1)T/C and correspondence w/ Lt. Bradbery	Blacksburg			1.5	Mapping RFP revisions
(1)Meeting w/ Lt. Bradbery	Blacksburg			1	CAD/RMS Issues
(1)PSAP Assessment	Blacksburg			3	On site/document equipment/interface needs
(3)Rescind Letters	Blacksburg			1	Corrections/Modifications
(4)FY05 Funding	Blacksburg			2.75	Schedule/Training/review/file
(10)Mtg. W/Chief Brown/Lt. Bradbery	Blacksburg			2	Phase II implementation upgrades
(10)T/C Lt. Bradbery	Blacksburg			0.25	Develop solutions w/stakeholders
(11)On Site Visit	Blacksburg			1	Review PSAP assessment
(11)T/C and correspondence w/ Lt. Bradbery	Blacksburg			1.25	Reschedule Reg. Mtg. & PSAP Assessment
(1)T/C and correspondence w/ Martha Cox/Travis Elkir	Christiansburg			5.5	Mapping RFP revisions/status
(1)Meeting w/ Martha Cox	Christiansburg			8	Phase II readiness worksheet/PSAP Assessment
(1)PSAP Assessment	Christiansburg			2	Assessment/documentation
(3)Rescind Letters	Christiansburg			1	Corrections/Modifications
(4)FY05 Funding	Christiansburg			4	Submission/documentation
(10)Update PSAP	Christiansburg			0.5	
(10)Assessed pending issues	Christiansburg			0.25	Testing/upgrades
(11)T/C w/ Martha Cox	Christiansburg			1	Monthly Regional Mtg./Web Address
(1)PSAP Assessment	Montgomery			2.25	Phase II readiness
(1)Correspondence w/ Maj. Turner/Mast	Montgomery			0.25	Schedule PSAP Assessment
(3)Rescind Letters	Montgomery			4	Corrections/Modifications
(4)FY05 Funding	Montgomery			3.25	Schedule/Training/review/file
(5)Mtg. Maj.. Turner	Montgomery			0.5	Update LEC agreement
(7)T/C John Lewis-DayPro	Montgomery			1	Vendor upgrades/notes to file
(10)PSAP Assessment	Montgomery			0.5	Determine why PSAP not ready
(10)Update PSAP file	Montgomery			0.25	Mapping prices/Verizon LOA
(10)Assessed pending issues	Montgomery			0.25	ALI display/Triton Test Call

(11)On Site Visit	Montgomery			0.5	Review PSAP assessment
(11)T/C w/ Maj.. Turner	Montgomery			0.75	schedule Reg. Mtg./9-11 Security Issues
(15)FY 03 True-up	Montgomery			0.75	Review carryover for Mapping/funding
(1)T/C Sheriff Davis	Pulaski			0.25	Equip. needs for 3rd Call Taker Position
(1)T/C Meeting w/ Lt. Surber/Chris Akers	Pulaski			2	Contact Information/PSAP Assessment
(1)T/CLt. Surber/Mast	Pulaski			0.5	Mapping RFP
(1)PSAP Assessment	Pulaski			1.25	Phase II readiness
(3)Rescind Letters	Pulaski			1.5	Corrections/Modifications
(4)Research DCJS Grants	Pulaski			0.5	Funding for CPE upgrades
(4)FY05 Funding	Pulaski			0.5	Draft Cost Recovery
(7)T/C Lt. Surber	Pulaski			0.25	Coordinate implementation of CAF/RMS
(10)Assessed pending issues	Pulaski			1	Tasked staff w/resolutions for concerns
(10)T/C Lt. Surber	Pulaski			0.25	Determine why PSAP not ready
(10)Update PSAP file	Pulaski			0.25	Profile
(15)FY 03 True-up	Pulaski			5.5	Research/review/edit/revise
(1)PSAP Assessment	Radford			5.5	Verification/Documentation
(1)Mtg. W/Tony Cox/Chief Terry	Radford			1	impact of computerized phone system
(1)Meeting w/Chief Terry/Com. Shamody	Radford			3	CAD interface for Mapping/CPE Phase II
(1)T/C Meeting w/ Charlie Harris	Radford			4.25	PSAP Assessment
(1)T/C Charlie Harris/Com. Shamody	Radford			1.75	Mapping RFP revisions/status
(3)Follow up status of new WSP	Radford			0.5	T-Mobile-Omni Comm.
(3)Rescind Letters	Radford			1.25	Corrections/Modifications
(4)Mtg. W/Scott Pochick	Radford			1	Tracking 911 wireless monies
(4)Mtg. W/Scott Pochick	Radford			0.25	1st qtr. Pymt.
(4)FY05 Funding	Radford			4	Draft Cost Recovery
(7)Mtg. Com. Shamody/Harris	Radford			0.75	CPE/CAD/Mapping issues
(7)T/CMtg Com. Shamody/Mast	Radford			1	CAD/RMS Issues
(10)Assessed pending issues	Radford			1	Tasked staff w/resolutions for concerns
(11)On Site Visit	Radford			0.5	Review PSAP assessment
(11)T/C w/ Shamodoy/Harris	Radford			1	Reschedule Reg. Mtg./Speaker
(15)T/C Scott Pochcik	Radford			0.5	FY03 T/U re: Personnel Costs
(1)T/C email Angie Reynolds	Region			0.5	LEC Upgrades/Overflow status
(1)Critical Factors/Priorities	Region			0.25	Worksheets for PSAPs
(1)Mapping RFP	Region			9.75	Draft/review/proof/revise

(1)T/C Katrina Haskell w/Nextel Partners	Region			0.25	Data Form
(1)PSAP Assessments	Region			3.25	Prepare scope of work/Assess documented findings
(3)T/C email Bob Layman	Region			0.75	Rescind letters
(3)Reviewed WSPs service area	Region			0.5	For new providers
(3)Rescind Letters	Region			0.5	Draft/send/file
(4)Review True-ups	Region			0.25	Mapping funding
(4)Research Code Section on funding legislation	Region			1	Surcharge/FRP/IFB
(4)FY05 Funding	Region			3	Prepare for PSAP training
(7)Sprint/Verizon	Region			3.75	Format labeling of Phase II ALI screen
(7)T/C Marvin Saunders-USS	Region			1.25	Vendor upgrades/notes to file
(10)T/C email Aston Cole/TCS	Region			0.5	PSAP phase II readiness
(10)Assessed pending issues	Region			2	Review and update all files
(10)Quick Reference Sheet	Region			0.5	update
(10)Plan of Action updates for region	Region			6.5	Compiled resolutions
(10)Attend Wireless Board Meeting	Region			1.5	
(10)Weekly Contact Calls	Region			2.75	Prepare and conduct calls
(10)Coordinate w/Stakeholders	Region			1	Develop solutions
(10)Reviewed TCS/US Cellular recommendations	Region			1.25	Phase II implementation
(10)CMRS Reports	Region			1.75	Review/print/file
(10)Regional Files	Region			0.5	Update
(11)Quick Reference Sheet	Region			0.5	Update/review
(11) PSAP Regional Meeting	Region			10.75	Scheduling/Agenda/Prep/Conduct
(11)T/Cs & Correspondence w stakeholders	Region			4.25	Phase II Progress Report/deployment issues
(11)Review all PSAP info for updates	Region			1.25	PSAP review
(11)Deployment strategy	Region			1.75	For WSPs/PSAPs/Timelines
(11)Phase II Tasking/Progress/Readiness	Region			6	Review/print/file data forms/questions
(11)Research House/senate Bill	Region			0.5	wireless fund raiding
(11)Newsletter	Region			5	Publish issue
(11)Check E-Mails/respond to questions	Region			5.5	For Correspondence between PSAP's & WSPs
(12)Daily/Monthly Activity Reports	Region			19	Compile Data
(12)Status Report	Region			1	Issues/delays/problems
(13)Self run presentation	Region			1.5	Wireless Board
(13)Training development Task 6-9 for PSAPs	Region			2.5	Research/organize
(13)Phase II Training Manual	Region			10.75	Compile research/format/edit
(13)Format presentation on location technology	Region			10.5	Task 6
(13)Research Coordinate Based Routing	Region			1.5	For PSAPs
(15)FY 03 True-up	Region			1	Review/Distribute copies of T/U
(15)FY05	Region			2.5	Review all PSAP info for submission

			0	220.25	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments